

(No. 31 May 2003)

A. UTILIZATION GUIDELINES FOR HIRED EQUIPMENT

Because wildland firefighting is complex and inherently dangerous, the primary operational concern of CDF is to provide the safest possible work environment for hired equipment operators. The department has adopted policies that define our commitment to provide adequate supervision and accountability. CDF recognizes that it is impractical for hired equipment vendors to provide comprehensive wildland firefighting training to their employees that would bring them to the level that CDF requires its permanent employees to reach and maintain. Commensurate with the safety training CDF provides to hired equipment vendors and operators, the following operating procedures apply while vendors are employed in firefighting operations.

B. WATER TENDERS

Privately owned water tenders under agreement with CDF shall not be engaged in direct fire suppression efforts on any active fire line (line where the fire could continue to spread, flare-up, or spot over the line). Water Tenders assigned to support firefighting activities shall be positioned in areas that provide an immediate safe exit route. Safe placement of these vehicles shall be the responsibility of the fire line supervisor under whose supervision the water tender was placed. Water tender operators must insure that their radio is operating properly in order to maintain communications with their fire line supervisor.

C. BULLDOZERS

Privately owned bulldozers under agreement to CDF shall have a fully trained and qualified fire line supervisor available in the immediate area who is assigned to direct the private bulldozer operator at all times during any suppression activities. These operators **will not work** on the fire line without such supervision.

HIRING GUIDES - PERSONNEL

7761.1

(No. 21 March 1999)

The following applies to employment for fire suppression on a temporary or emergency basis:

- No one under 18 years of age shall be hired. (See Labor Code, 1285, et seq.) See also [Section 3836](#), Incident Fiscal Management Handbook.
- Agricultural workers should not be hired during harvesting season except in extreme emergency.
- No one convicted of arson shall knowingly be hired.
- No person should be hired to protect their own property or property bearing their interests.
- Volunteers requested by or receiving specific instructions from CDF officials may be hired.

- Volunteers must be properly clothed, physically qualified, properly trained and experienced.

EMPLOYMENT PROCEDURE

7761.1.1

(No. 21 March 1999)

A person who is hired as paid pickup labor should sign an FC-42 at the time of employment, or as soon after as is reasonable. Refer to the current Emergency Worker rates published annually by temporary directive. See [Section 3836](#) of the Incident Fiscal Management Handbook.

SUPERVISION AND DIRECTION

7761.1.2

(No. 23 October 2000)

- Paid pickup laborers hired by CDF must be supervised commensurate with their position and qualifications the same as regular CDF employees.
- In order to operate CDF equipment, pickup laborers must possess the same type license as required for regular CDF employees. Normally, they should be certified by the local unit chief as being qualified to operate the equipment.
- In case of injury, the same reports and treatment are required as for regular CDF employees. (Refer to [Incident Fiscal Management Handbook 3800](#) and refer to instructions on SCIF 3301.)

HIRING GUIDES - GROUND EQUIPMENT

7761.2

(No. 31 May 2003)

Equipment may be rented from any owner (except one protecting his own interests) who is willing to rent. There is no practical provision for forcing a vendor to rent equipment for emergency use.

CDF does not hire or rent equipment from equipment brokers. CDF will only enter into Emergency Equipment Rental Agreements (EERA) with individuals, corporations, and legal business partnerships that have legal title to or control of the equipment that will be covered by the agreement. Such legal title or control must be evidenced by bill of sale, incorporation papers, lease agreements, or other legally enforceable documents.

For purposes of this policy, CDF defines an “equipment broker” as an individual or business that serves as an intermediary between 1) an agency desiring to acquire equipment services and 2) a vendor who provides that service and who legally owns or controls the equipment that will be used. The broker does not own or legally control the equipment. The broker receives the request for the hired equipment service from the agency and then offers the work to the vendor in exchange for a portion of the payment.

CDF does not hire or rent equipment from equipment brokers because CDF wants to provide all hired equipment businesses with an equal opportunity to work for CDF in performing emergency fire suppression work. Under CDF's rotational hiring policy, if a vendor hires out their equipment to CDF under the terms of an Emergency Equipment Rental Agreement (EERA), but also makes their equipment available through an equipment broker, that vendor would receive more than one opportunity per fire to have their equipment hired. This gives that vendor an unfair advantage over other equally qualified vendors.

A business enterprise that has an agreement with CDF to rent equipment to CDF, wherein CDF makes payment directly to the business enterprise, is not considered by CDF to be an equipment broker.

Public entities such as cities, counties, and state agencies may be willing to make their equipment available to CDF in emergencies. **See [Section 7762](#) for detailed information.**

Hiring privately-owned equipment to perform work for the CDF in emergencies is permitted under Public Contract Code Sections 10302 and 10340 authorizing exception from contracting. Rental of "non-state" equipment for fire control use will be reported to the Department of General Services after its use. The reporting process will be handled directly through the Director's Mobile Equipment section in conjunction with the Departmental Accounting Office and will not require field input.

The problems inherent in hiring motorized equipment on a large fire are many and varied, and will usually require the full-time attention of competent individuals. It is, therefore, quite important that the position of Technical Specialist - Hired Equipment be filled whenever a large amount of equipment is to be hired.

Forms: CDF has adopted the use of several Federal forms in its hired equipment process. Specifically, CDF will use:

- [OF-294](#) Emergency Equipment Rental Agreement (a four-part form which includes CDF's "General Clauses," "General Provisions" and "Signature Page")
- OF-296 Vehicle/Heavy Equipment Inspection Checklist
- OF-297 Emergency Equipment Shift Ticket
- OF-304 Emergency Equipment Fuel and Oil Issue

These forms may be ordered from the "NWCG National Fire Equipment System Catalog, Part 2: Publications", PMS 449-2/NFES 3362. The catalog contains order forms and instructions, and payment can be made via CALCARD or SPO. It is suggested that forms used on fire incidents be immediately replaced and charged to the appropriate 009 PCA.

The R5-5100-2T "Vehicle/Heavy Equipment Safety Inspection Checklist", which is an optional replacement for the OF-296, may be ordered from the CDF Headquarters Service Center.

In addition to these federal forms, CDF uses the following state form to complete the equipment hiring process:

- CDF [FC-100R](#) "Radio Frequency Use Agreement"
- Std. 204 "Vendor Data Record," for new vendors
- Calstars 14 "Vendor Edit Table Maintenance" form

HIRING SYSTEM DESCRIPTION AND DEFINITIONS

7761.2.1

(No. 32 Sept. 2003)

The intent of the Department is to maximize the utilization of Certified Small Business and Disabled Veteran resources as defined in this policy to meet the goals as stated herein. R
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The hiring system will consist of a Fire Ready Group and a Support Group. Utilization of equipment from these groups will be based on incident need - either immediate or planned. All equipment must be hired in accordance with the Rates Procedures Handbook (3900), [Section 3934](#) (California Interagency Emergency Hired Equipment Rates).

This system of hiring will be used by CDF personnel any time CDF orders resources for itself or for cooperating agencies. Other agencies ordering resources on behalf of CDF will use their own hired equipment business processes.

The selection of the most appropriate resource to assign (fill) a request must be based on time frame as well as specific mission requirements and equipment capabilities. It is the responsibility of the incident commander (IC) to determine the appropriate resource and time of need to be utilized.

DEFINITIONS: EQUIPMENT

7761.2.1.1

(No. 32 Sept. 2003)

Fire Ready refers to equipment that meets minimum response time (within one hour of notification) and equipment requirements detailed in Sections 7761.4.3.1 and 4.4.1 of this policy.

Support refers to equipment that is unable to meet the requirements for the Fire Ready Group, but meets all of the requirements detailed in Sections 7761.3.2, 4.3.2, and 4.4.2 of this policy.

Small Business and Disabled Veteran equipment consists of Certified Small Business and Disabled Veteran Business Enterprise (CSB/DVBE) vendors on the Unit Fire Ready and Support Equipment lists. A vendor's designation as either "fire ready" or "support" has nothing to do with when the vendor was hired for a particular incident. The designation is based solely on which set of criteria a vendor is able to meet at the time the vendor signs up.

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Fire Engine, for purposes of this policy, shall be as defined in the "Resource Typing and Minimum Standards" of the FIRESCOPE ICS Field Operations Guide.

Other Specialized Equipment refers to equipment types not otherwise referenced in this policy, and not subject to the equipment requirements for bulldozers, water tenders, or privately-owned fire engines.

DEFINITIONS: TIME FRAMES

7761.2.1.2

(No. 32 Sept. 2003)

Immediate Need is defined as those times when, due to the threat to life and/or property, there is a need for a resource(s) to be available without delay. The minimal acceptable response criteria is detailed in Section 7761.2.6.3.

Planned Need is defined as the period beginning at 0600 hours or 1800 hours, whichever is sooner, after 24 hours have passed since the time of the initial dispatch. This allows a decision window of 12 to 24 hours for determining whether or not there is sufficient lead time for utilization of Small Business and Disabled Veteran resources, and allows for a 12 hour response time by Small Business and Disabled Veteran vendors.

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Examples: If the initial dispatch is at 1800 hrs. on Sunday, the Planned Need period starts at 1800 hrs. on Monday. If the initial dispatch is at 2000 hrs. on Sunday, then the Planned Need period begins at 0600 hours of Tuesday.

For further direction in the application of Planned Need, see Section 7761.2.6.4 - 2.6.6.

SIGN-UP AND LISTS -- GENERAL

7761.2.2

(No. 21 March 1999)

SIGN-UP

7761.2.2.1

(No. 23 October 2000)

Annually, each unit is responsible for recruiting vendors and for completing Emergency Equipment Rental Agreements in order to meet the time frames and all other requirements set forth in this and other departmental policies and procedures governing hired equipment. See [Hired Equipment Signup Checklist \(FC-290\)](#) to assist vendors and Hired Equipment Coordinators in this process.

Each piece of equipment can be under the control of **ONE** vendor and can only be covered by **ONE** Emergency Equipment Rental Agreement (EERA). However, that agreement is good for hiring in all CDF units.

VENDOR CONTACT NUMBER

7761.2.2.2

(No. 21 March 1999)

All vendors will provide a single contact number. Only one method of contact (phone, phone pager, answering service, answering machine, etc.) at the vendor's choosing will be accepted. This will be the sole method used by the Department to contact the vendor to fill incident requests.

HIRING GOALS

7761.2.2.3

(No. 32 Sept. 2003)

While California law does not provide any actual preference for vendors meeting registration criteria, each agency of state government has goals of conducting a minimum of 3% of its contracted work with disabled veteran-owned businesses (ref.: Public Contract Code Sec. 10115[c]).

California law establishes a goal for state agencies to do at least 25% of their contract business with certified Small Businesses, and establishes a 5% competitive advantage for those vendors (Government Code sections 14835 – 14843). Also, the law establishes a goal for state agencies to do at least 3% of their contract business with certified Disabled Veteran Business Enterprises (Public Contract Code Sec. 10115[c]). However, the 5% competitive advantage does not apply in the case of DVBEs unless they are also certified Small Businesses.

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To assist in meeting these goals, each unit will implement an "outreach" program to encourage participation by certified small business and disabled veteran-owned business enterprises.

All participating vendors should be provided with the following information that is necessary to qualify at the time of initial contact:

A. Small Business/DVBE certification: Small businesses and disabled veteran business enterprises must be certified by the Office of Small Business and DVBE Certification (OSDC) in accordance with Title 2, California Code of Regulations, Section 1896 *et seq.* A copy of the certification will be provided to CDF at the time the vendor is listed in the Emergency Resource Directory or when the hiring package is prepared. Interested vendors can contact OSDC at P.O. Box 989052 (707 Third Street, 1st Floor, Room 400), West Sacramento, CA 95798-9052 or on the Internet at <http://www.pd.dgs.ca.gov/smbus/default.htm>

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B. CDF Verification of Certified Small Business/DVBE Status: Periodically CDF and the Department of General Services (DGS) receive complaints alleging that certain hired equipment vendors have been erroneously certified as a CSB/DVBE so that they can be listed on CDF's Certified Small Business/Disabled Veteran bulldozer or water tender lists.

The DGS Office of Small Business and DVBE Certification has asked CDF to assist them in verifying the legitimacy of all vendors representing themselves as CSB/DVBEs. In order to accomplish this, DGS and CDF require that **all vendors**, (not just CSB/DVBE owners) applying for Emergency Equipment Rental Agreements (EERA) with CDF complete and return the exhibit, [Information and Questionnaire for Vendors seeking EERA with CDF](#). The responses provided on the questionnaire will help verify whether or not a CSB/DVBE certification is valid, or if the vendor is fraudulently attempting to obtain a competitive advantage that is reserved only for small businesses and disabled veterans. The completed questionnaire will also help CDF determine whether or not a prospective vendor is a hired equipment broker.

The vendor must return the questionnaire and any requested supporting documentation to the Unit Hired Equipment Coordinator.

Unit Hired Equipment Coordinator Review of Questionnaire:

CDF Hired Equipment Coordinators are required to determine, based on the information presented to them, whether or not the owner of a CSB/DVBE requesting to enter into an Emergency Equipment Rental Agreement will perform a "commercially useful function", as required by law. To determine if the owner of a CSB/DVBE will perform a commercially useful function Hired Equipment Coordinators will receive a completed CDF Contractor Questionnaire from the SCB/DVBE and will review it as follows:

1. The CSB/DVBE must be able to execute distinct elements of the work of the contract as follows:

- CSB/DVBE must provide equipment to CDF that is owned by the CSB/DVBE or paid for and controlled by the CSB/DVBE under a written lease or purchase agreement. Equipment that is owned by the CSB/DVBE or under a purchase agreement must be registered in the name of the CSB/DVBE and insured by the CSB/DVBE.
- *Review responses to questions 1 & 2. Confirm for each piece of equipment if the required support document(s) is provided. For leased equipment, does the lease agreement confirm control by the CSB/DVBE and the hourly rate of payment? When the lessor provides the insurance coverage, the certificate of insurance must name the CSB/DVBE and State of California as also insured. Any inconsistencies between statements on the questionnaire and support documentation must be satisfactorily clarified by the CSB/DVBE in writing.)*

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- CSB/DVBE must furnish equipment operator(s) that are owners or officers of the CSB/DVBE, employees, independent contractors of the CSB/DVBE, or operators provided to the CSB/DVBE under an equipment lease. Not all CSB/DVBEs may elect to furnish operators.
 - *Review responses to questions 6 & 7. Confirm if the required support document(s) is provided. For operators provided under an equipment lease, does the lease agreement confirm control by the CSB/DVBE and the hourly rate of payment? Any inconsistencies between statements on the questionnaire and support documentation must be satisfactorily clarified by the CSB/DVBE in writing.*
 - CSB/DVBE must actively perform, manage or supervise the work involved in accordance with California Code of Regulations, Title 2, § 1896.61(f).
 - *Review response to question 8 and ensure ownership of at least 51% of the business by one or more disabled veterans. If ownership of 50% or less is indicated, contact the CSB/DVBE to correct the percentage of ownership listed in writing if an error was made on the questionnaire, or to notify DGS/OSDC immediately that the CSB/DVBE does not meet the required ownership of at least 51% or more of the business by one or more disabled veterans. Follow-up with DGS/OSDC to ensure CSB/DVBE notifies them within 30 workdays.*
 - Review responses to questions 8 and 9 to confirm specific activities of qualifying disabled veteran(s) to manage and control the work in accordance with Military and Veterans Code Section 999(g) and CCR 1896.61(f).)
2. The CSB/DVBE must not further subcontract a greater portion of the work than would be expected by normal industry practices.
- *Review responses to questions 3 and 4 to confirm elements of the work subcontracted out by the CSB/DVBE. Review question 5 to evaluate calculations by the CSB/DVBE and confirm the percentage of subcontracting. CDF considers subcontracting above 50% to be more than would be expected by normal industry practices. If the percentage of subcontracting is 51% or more, the CDF, Business Services Office, will review the level of subcontracting and consult with DGS/OSDC to ensure that the CSB/DVBE meets the definition of providing a “Commercially Useful Function.”*

CDF and DGS Review of EERAs with Disabled Veterans:

Assuming that the other equipment and operator requirements are met, upon completion of the Emergency Equipment Rental Agreement, the Unit will list the vendor as either a Fire Ready group or Support group water tender or bulldozer vendor and place them on the appropriate rotational hiring list.

If the Unit Hired Equipment Coordinator determines, based on the information provided in the questionnaire, that the disabled veteran performs a "commercially useful function" in the business, he/she will forward a copy of the EERA to the Region Hired Equipment Coordinator, who will immediately put the vendor at the bottom of the rotation on the Statewide CSB/DVBE Water Tender and/or Bulldozer rotational hiring list.

The Unit Hired Equipment Coordinator will then forward a copy of the Emergency Equipment Rental Agreement, the completed questionnaire, and any supporting documentation to the CDF Business Services office in Sacramento. Business Services staff will confer with the DGS Office of Small Business and DVBE Certification in order to verify the applicant's CSB/DVBE status.

When the verification has been completed, CDF Business Services will send the vendor written notification of their status, with a copy to the Unit Hired Equipment Coordinator.

- If DGS verifies that the vendor is a CSB/DVBE, CDF will leave the vendor on its Statewide Disabled Veteran List for water tenders and/or bulldozers.
- If DGS finds that the vendor is not a legitimate CSB/DVBE, but that the vendor did not intend to fraudulently represent himself/herself as such, CDF will list the vendor as a non-CSB/DVBE water tender and/or bulldozer vendor.
- If DGS finds that the vendor is not a legitimate CSB/DVBE, and if DGS or CDF feel that the vendor attempted to fraudulently represent himself/herself as such, DGS will forward the case to the Office of the Attorney General for possible prosecution. CDF will retain the vendor on the appropriate unit-level Fire Ready or Support equipment rotational hiring list. If the vendor is subsequently convicted of a crime relating to Disabled Veteran or Small Business certification, CDF will cancel the Emergency Equipment Rental Agreement and remove the vendor from all hiring lists.

SINGLE-UNIT SIGN-UP AND LISTING

7761.2.2.4

(No. 29 April 2002)

Individual bulldozers and firefighting water tenders may only be signed up and listed in the Emergency Resource Directory (ERD) of **ONE** unit. However, individual vendors that assign and operate multiple pieces of equipment in different units may sign up their individual pieces of equipment to the extent that each piece of equipment may only be listed in one unit. A vendor that is signed up in multiple units may **NOT** make available any equipment that is signed up in any unit other than the one placing the request.

Access by a unit to any Fire Ready or Support equipment signed up in another unit will be governed by the procedures detailed in Sections 7761.2.4 and 7761.2.6 of this policy and the Command and Control Procedures Handbook (8100), [Procedure 006G](#). Further, any brokering or sharing of equipment or equipment cooperatives of any type or manner that in the determination of the Department circumvents the intent of any part of this policy is expressly prohibited.

LATE SIGN-UP

7761.2.2.5

(No. 29 April 2002)

Due to the annual Fire Ready and Support Group operator firefighter safety training requirement found in Section 7761.2.9.1, CDF will not enter into agreements with bulldozer or water tender vendors whose operators have not completed the training during that calendar year.

For other types of equipment, initiation and completion of agreements, and conducting related pre-agreement inspections by CDF staff will be scheduled as allowed by fire activity and post coverage schedules.

VENDOR FILE

7761.2.2.6

(No. 23 October 2000)

Each CDF unit will create and maintain a file for each vendor that has entered into an OF-294 agreement with that unit, or that has provided hired equipment services to that unit under [OF-294](#) agreement initiated by another CDF unit or federal agency. The file will be used to retain OF-294 agreements, records of hiring, proof of employee training, safety inspection and vehicle weight reports, copies of audit rate documentation, performance evaluations, and other documentation required by this policy. Such documentation will be retained in the file for a period of three years.

LISTS - GENERAL

7761.2.3

(No. 32 Sept. 2003)

The system will utilize six types of lists: Unit Fire-Ready Dozer lists, Unit Fire-Ready Water Tender lists, Unit Support Dozer lists, Unit Support Water Tender Lists, a Statewide Small Business and Disabled Veteran Dozer list, and a Statewide Small Business and Disabled Veteran Water Tender list.

1. **Unit Fire Ready Lists:** Each unit Emergency Command Center (ECC) will maintain Fire Ready Lists for dozers and for water tenders signed up in that unit. These lists will be utilized to fill **ALL** Immediate Need requests for Fire Ready dozers and water tenders, and may be used to fill other Fire Ready, Support or Small Business and Disabled Veteran resource requests as permitted in this policy. Also, each unit list

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will include the Fire Ready Small Business and Disabled Veteran vendors from the adjacent unit(s) as per the exhibit “[Adjacent Units](#).” This information will be provided for inclusion in each unit's list by their Region CC as detailed in Section 7761.2.4.3. These lists will be established and administered following the guidelines for Fire Ready equipment outlined in Section 7761.2.4.1 and other applicable sections of this policy.

2. **Unit Support Lists:** Each Unit ECC will maintain Support lists for dozers and water tenders signed up in that unit. These lists will be used to fill **ALL** requests for Immediate Need Support dozers and water tenders, other than as provided for in the unit Fire Ready and Small Business and Disabled Veteran list guidelines outlined in this section. These lists will be established and administered following guidelines for Support Equipment outlined in Section 7761.2.4.2 and other applicable sections of this policy.

NOTE: The Unit Support Equipment Lists must include equipment that meets all Fire Ready criteria except the availability/response criteria.

3. **Statewide Small Business and Disabled Veteran Lists:** The Statewide Small Business and Disabled Veteran lists will include all Certified Small Business and DVBE Fire Ready and Support Equipment vendors in both regions. Utilization of the Statewide Small Business and Disabled Veteran Lists will be requested by the units (following 8100 Handbook [Procedure 006G](#)) to fill incident requests for Fire Ready and Support resources where the criteria set forth in the definition of Planned Need (Section 7761.2.1.2) is met.
4. **Other Specialized Equipment** should also be listed in the Emergency Resource Directory (ERD) of any CDF unit, provided it is covered by a current valid EERA.

SMALL BUSINESS AND DVBE INFORMATION

7761.2.3.1

(No. 32 Sept. 2003)

All hiring lists will identify each vendor that has provided proof of certification as a Small Business or Disabled Veteran Business Enterprise (CSB/DVBE) as detailed in Section 7761.2.2.3.

STATEWIDE SMALL BUSINESS AND DISABLED VETERAN LIST FLAGS

7761.2.3.2

(No. 32 Sept. 2003)

The Statewide Small Business and Disabled Veteran Lists will identify each vendor that desires to have their name flagged for a specified minimum response time (7761.2.6.7). This information will be gathered by the units from each vendor at the time of sign up and forwarded to the Region level (7761.2.4.3).

ESTABLISHING LISTS

7761.2.4

(No. 21 March 1999)

UNIT FIRE READY LISTS

7761.2.4.1

(No. 23 October 2000)

All vendors signing up in a unit and meeting the Fire Ready requirements as detailed in Section 7761.3.1, 4.3.1, and 4.4.1 will be placed on the appropriate Unit Fire Ready Hiring List. These lists will be arranged by Incident Command System (ICS) equipment kind and type, as per ICS 420-1 Field Ops Guide, Chapter 11. Equipment not meeting all of the "Fire Ready" requirements, but meeting the "Support Equipment" requirements will be placed on the Unit "Support Equipment" Lists.

By May 1 of each year, each unit will compile two Unit Fire Ready Lists (one for bulldozers and one for water tenders). The Unit Hired Equipment Coordinator will then provide copies of this list to the Hired Equipment Coordinators in all [adjacent units \(see listing\)](#). All Unit Hired Equipment Coordinators are responsible to see that unit and adjacent unit Fire Ready lists are provided to their Unit ECC Chief for inclusion into the unit Emergency Resource Directory.

UNIT SUPPORT EQUIPMENT LISTS

7761.2.4.2

(No. 21 March 1999)

By May 1 of each year, each unit will compile two Unit Support Equipment Lists (one for bulldozers and one for water tenders). All vendors signing up in a unit and meeting the support equipment criteria will be placed on the appropriate Unit Support Equipment List. Also included on these lists will be all Fire Ready equipment signed up in that unit.

STATEWIDE SMALL BUSINESS AND DISABLED VETERAN LISTS

(No. 32 Sept. 2003)

7761.2.4.3

- A. Information to be forwarded by units:** By May 1 of each year, each unit will forward a list of all Certified Small Business and DVBE vendors and their equipment from their Fire Ready and Support dozer and water tender lists to their Region Command Center (CC). The information will include: the appropriate list - Fire Ready or Support - for each piece of equipment, flagging requested by the vendor (as detailed in Section 7761.2.6.7), a clean copy of the completed OF-294 and a clean copy of the Small Business or DVBE certification form.

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- B. Compiling lists:** By May 15 of each year, each region CC will compile two Small Business and Disabled Veteran Lists (one for water tenders and one for bulldozers). These lists will be compiled from vendor information provided by the units in that region and will include **ALL** certified Small Business and DVBE Fire Ready and Support water tenders and bulldozers in the region covered by current EERAs, as detailed in Section 7761.2.2.
- C. Distribution of lists:** Once these lists are compiled, the Region Command Center Chief will forward them to the Region Command Center Chief in the other region. The Region CC Chiefs will then combine the Small Business and Disabled Veteran lists received from the other region with their own, thus forming statewide Small Business and Disabled Veteran lists for bulldozers and water tenders.

LIST UTILIZATION

7761.2.4.4

(No. 32 Sept. 2003)

Generally, the need/time frame of a request will determine the type of resource/list that is used. This will **NOT** be considered the sole criteria. The specific needs of a mission will be considered in selecting the resource to fill a given request. It may be necessary or beneficial to fill a Support resource request with a Fire Ready resource, or vice versa, due to: time frame, capability, equipment or training requirements of the mission. The provisions allowed by this paragraph shall not be used to circumvent the use of Small Business and Disabled Veteran equipment to assist the department in meeting the hiring goals for state government (see Section 7761.2.2.3).

LISTS ESTABLISHED RANDOMLY

7761.2.4.5

(No. 21 March 1999)

All equipment lists (unit and region) will be established annually on a random basis either by drawing or other means that guarantees no biased placement on the list.

LIST ADMINISTRATION AND COORDINATION

7761.2.5

(No. 21 March 1999)

UNIT FIRE READY EQUIPMENT LISTS

7761.2.5.1

(No. 21 March 1999)

The administration and coordination of the Unit Fire Ready Equipment List will be the responsibility of the unit ECC chief.

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UNIT SUPPORT EQUIPMENT LISTS

7761.2.5.2

(No. 21 March 1999)

The administration and coordination of the Unit Support Equipment List will be the responsibility of the unit ECC chief.

SMALL BUSINESS AND DISABLED VETERAN LISTS

7761.2.5.3

(No. 32 Sept. 2003)

The administration and coordination of the Small Business and Disabled Veteran Lists will be the responsibility of the Region CC Chiefs.

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REQUEST AND DISPATCH PROCEDURES

7761.2.6

(No. 21 March 1999)

DEPARTMENTAL CONTACT NUMBER

7761.2.6.1

(No. 21 March 1999)

At the time of dispatch, the vendor will be provided with a contact number to utilize when contacting the Department. This number will be used to make **ALL** contacts and notifications concerning changes in resource status or for any other communication concerning the response.

REQUEST NUMBERS

7761.2.6.2

(No. 23 October 2000)

The vendor will be provided with one request number for each resource being requested. "Assigning" an issued order and request number to another vendor, or accepting such an order and request number from another vendor (except as specifically allowed in section 7761.2.6.2) is not permitted. CDF will not conduct business with "brokers". All requests will be placed with vendors who have a current EERA covering equipment under owned, leased, or rented by them.

If a bulldozer is hired "as a unit" (meaning including a dozer, transport, and pilot car (if needed) OWNED BY THE SAME VENDOR), then all elements of that "unit" will be covered by the same request number." When the bulldozer and transport are owned by different vendors, the ECC will issue a separate request number for each piece of equipment. The transport may be acquired in one of two ways, at the option of the bulldozer vendor:

1. CDF may provide the bulldozer vendor with one request for the bulldozer and a separate request number for the transport. The bulldozer vendor may then contact a transport vendor covered by a current OF-294 agreement with CDF, provide the transport vendor with the request number, and arrange for hauling services as requested by CDF.

2. CDF may contact a transport vendor covered by a current OF-294, provide the transport vendor with the request number, and arrange to have the transport vendor haul the other vendor's bulldozer to the incident.

Pilot Cars: The transport owner is responsible for providing "pilot cars" when required by a permitting agency, such as CalTrans. The transport rates found in section 3934.3.2 include an allowance for one pilot car. If a second pilot car is required by the permitting authority, an additional payment will be made for that vehicle at the rate shown under "Second Pilot Vehicle" in that section. The vendor must furnish proof that the second pilot car was required.

If pilot cars are used, they will be shown on separate line entries on the CDF-61 Emergency Equipment Invoice. (See CDF Handbook 3800, sec. [3833.1.9](#) and [1.10](#).)

DISPATCH OF IMMEDIATE NEED RESOURCES:

"CLOSEST RESOURCE" CONCEPT

7761.2.6.3

(No. 21 March 1999)

In hiring Fire Ready or Support Equipment to fill Immediate Need requests for work on emergency incidents, it is CDF's intent to utilize the closest available resources which meet the mission requirements, without regard for administrative boundaries. When the hired equipment resources in the unit ERD have been exhausted, the unit ECC will place the request for Immediate Need hired equipment with the Region Command Center.

In filling Immediate Need requests, if Fire Ready or Support resources are **KNOWN** to be available in an adjoining unit and are within a one-hour activation time and a one-hour travel time of the incident (maximum total of two hours from contact to arrival at scene), the ECC may place the order for the resource directly with the adjoining unit ECC. Units will place **ALL** subsequent resource requests for hired equipment with their Region CC following 8100 Command and Control Procedures Handbook, [Procedure 006G](#). The unit with the list on which a piece of equipment is signed up (the sending unit) will be responsible for dispatching all hired equipment requested from that list.

It is the sole purpose and intent of this section to clearly state that it is the Department's goal to place resources appropriate for the assignment available at the scene of the incident in the shortest possible time frame. To meet this goal, **ALL** requests for resources to fill Immediate Need requests (as defined in Section 7761.2.1.2) will be placed with vendors that can best meet these criteria. To this end, each vendor will be assigned as many requests as they can fill and will then be rotated to the bottom of the list. When filling these requests, list rotation will be followed, but only to the extent possible to meet the expressed intent of this section. Vendors will be bypassed to access the vendor(s) that can be on scene and available in the shortest time frame possible. The minimum acceptable response requirements are detailed in Section 7761.3.

EQUIPMENT VENDOR DISPATCH INFORMATION

-Dispatcher Guide

7761.2.6.3a

(No. 23 October 2000)

(Vendors are provided with a similar form for recording this information.)

1. INITIAL CONTACT: After identifying yourself, ask the vendor if they can respond with the resource kind and type needed (as listed on the Resource Order). If they can, provide them with the remainder of the information listed below and record the appropriate information on the vendor's contact sheet. If they cannot, record the appropriate information on the vendor's contact sheet and contact the next vendor in the rotational order.
2. INCIDENT NAME: (self-explanatory)
3. ORDER #: Box # 3 on Resource Order (FC-101)
4. REQUEST # : Box # 12, first column on Resource Order (FC-101). NOTE: Vendor should be offered as many open requests as he can fill.
5. REPORTING LOCATION: (i.e. street address, landmark/staging area, legal, etc.)
6. GROUND CONTACT: (i.e. "wildfire IC", unit radio number (B4412), etc.)
7. RADIO FREQUENCY: give common name and frequency (i.e. CDF Tac 8 on 151.370)
8. TRAVEL ROUTE: only necessary if vendor requests it, or, if specified by IC or Ops.
9. DEPARTURE TIME: time the equipment will actually be en route, as mutually agreed by YOU and the vendor.
10. ESTIMATED TIME of ARRIVAL: ask vendor for an ETA and record on Resource Order (FC-101)
11. CDF CONTACT NUMBER: this phone number, assigned by the ECC, is for the vendor to use in notifying the ECC/Expanded of any changes or concerns regarding vendors' response to the incident.
12. CONFIRM INFORMATION: have vendor read back the above information to assure accuracy and completeness. **Review your Resource Order (FC-101) card at this time for accuracy and completeness as well.**

EQUIPMENT VENDOR DISPATCH INFORMATION

-Dispatcher Guide for Support (Expanded) Dispatchers

7761.2.6.3b

(No. 26 April 2001)

Preparation for Hired Equipment Dispatching:

1. Obtain briefing from Expanded Dispatch Supervisory Dispatcher (EDSD)
2. Read CDF Unit's Hired Equipment Policy and/or SOP's.
3. Review the individual Vendor response logsheets. (Each Vendor has one for each resource 'kind', thru-out this book)
4. Review CDF Unit Map.
5. Prepare to use MIRPS *or have* "Resource Order" (FC-101) card(s) ready.
6. Initiate dispatch of requested resources using the 'Dispatch Procedures' below.

**** Reminder: Use of hired equipment on an incident also requires Ground Support Unit personnel, such as Equipment Managers and Hired Equipment Technical Specialists, if such equipment is to be used effectively**

Dispatching Procedures:

**** Reminder:** Dozers and Water Tenders are dispatched from a 'rotational' list. This list may be arranged by Battalion, by Division, or Unit-wide.

1. Receive request from incident and record *in MIRPS or on* 'Resource Order' (FC-101) Box # 12,
2. Query Goetz ERD or locate information in hard-copy ERD.
3. Contact Vendor: Using the 'contact' (phone or pager etc.) number listed, attempt to contact Vendor. Vendors are listed in order, first listed will be first called.

A Vendor 'DECLINES' assignment if:

- a. No answer at all
- b. No response within the 10 minute time frame
- c. Declines assignment for any reason

When Vendor declines assignment: enter information into Goetz ERD or use the manual process (record info on vendors logsheet, rotate logsheet to bottom of list)

A vendor 'ACCEPTS' assignment if:

- a. Vendor, or representative, answers and accepts assignment
- b. Responds within the 10 minute time frame and accepts assignment

When Vendor accepts assignment: furnish Vendor with dispatch information (on reverse side), enter information into Goetz ERD or use the manual process (record info on vendors logsheet, rotate logsheet to bottom of list), and complete Resource Order in MIRPS or on FC-101 card.

ROTATIONAL DISPATCH OF RESOURCES

7761.2.6.4

(No. 26 April 2001)

Vendor contact and hiring will be done from the appropriate list on a rotational basis. When hired equipment resources are needed, **all pending requests will be placed with the first-up vendor on the list**. If the vendor is **NOT** able to fill some or all of the request(s), unfilled requests will be placed with the next vendor on the list. If the vendor **IS** able to fill the request(s), then the next request, or group or requests, will be placed with the **next** vendor on the list. This sequence will continue until a) all requests have been filled, or b) no vendor on the list is able to fill the request.

ROTATIONAL DISPATCH: SMALL BUSINESS AND DISABLED VETERAN REQUEST

7761.2.6.4.a

(No. 32 Sept. 2003)

In filling **ALL Small Business and Disabled Veteran** requests with hired equipment covered by this policy, **ALL** contact and hiring will be conducted as follows. Resources listed on the Statewide Small Business and Disabled Veteran Lists will be dispatched on a region-wide rotational basis. Each Region CC will establish its own rotational pattern for this list, and will utilize it independent of the other Region CC. Small Business and Disabled Veteran vendors must be allowed a minimum of 12 hours from time of dispatch to arrival at the incident, unless the vendor advises that they can respond sooner.

UTILIZATION OF SMALL BUSINESS AND DISABLED VETERAN RESOURCES

7761.2.6.5

(No. 32 Sept. 2003)

In some cases it may be in the best interest of the State to release immediate need resources already on the scene once their initial assignment has been completed, and replace them with resources from the Statewide Small Business and Disabled Veteran List to perform other types of assignments, such as mop-up and rehabilitation.

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DISPATCH OF SMALL BUSINESS AND DISABLED VETERAN RESOURCES

(No. 32 Sept. 2003)

7761.2.6.6

- A. Method of dispatch:** Once a need for Small Business and Disabled Veteran resources is determined by a unit, a request will be placed to their Region CC per 8100 Command and Control Procedures Handbook, [Procedure 006G](#). Resources will be dispatched on a rotational basis **by the Region CC** as described in Section 7761.2.6.4.a. If no vendors on the Small Business and Disabled Veteran list can fill the requests, the Region CC will advise the requesting unit that Small Business and Disabled Veteran resources are not available, and to contact vendors listed on that unit's appropriate equipment list to fill any open requests.
- B. Area of response:** All vendors on the Small Business and Disabled Veteran Lists will be considered to be available to respond statewide, unless he has requested a "flag" under section 7761.2.3.2.

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VENDOR CONTACT

(No. 32 Sept. 2003)

7761.2.6.7

Vendors must not telephone or otherwise contact CDF personnel at any CDF command center, facility, incident, or other location for the purpose of offering their equipment for immediate hire for on-going incidents. This is a time of intense emergency activity when dispatchers are following established procedures, including contacting vendors with EERAs as described in this policy. Unwanted contact slows down and disrupts the dispatching process. This is the main reason for the existence of the pre-use EERA.

When vendors are needed, they will be contacted by phone as provided for in Section 7761.2.2.2. The vendor will be given 10 minutes from the time of the attempted contact to respond and either accept or decline the request. A vendor not returning a call within the 10-minute time frame will be moved to the bottom of that rotational list.

Vendor-Specified Minimum Response Time or Limited Response Area (FLAG) - Fire Ready and Support Resources

Each first-up Fire Ready or Support resource vendor will be contacted for all requests regardless of time frame. If it is the vendor's desire to reduce unnecessary contact, he/she may request that their name be flagged. In requesting the flag, the vendor may specify a certain minimum response time or limited response area. By requesting the flag, the vendor grants the Command Center (CC) duty officer the authority to determine if a vendor could reasonably meet the requested report time to the incident. This time will be considered to be from the time the vendor would be contacted to the report time at the incident. Vendors requesting to be flagged will be bypassed and left in position in the

rotation when it is determined that the response time or location requirements of the request cannot be met. By requesting this flag and the associated conditions, the vendor agrees to accept any decision made by the duty officer as it pertains to the implementation of this section.

Minimum Response Time for Small Business and Disabled Veteran Resources

In addition to the above conditions, CSB/DVBE vendors must be allowed a minimum of 12 hours from contact time to report time at the incident.

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RECORD OF CONTACT

7761.2.6.8

(No. 26 April 2001)

All CDF Command Centers will use the "Goetz ERD" software program to record ALL transactions made in furtherance of this policy. These records will form the basis for program accountability audits and for compiling the year-end summary required in section 7761.2.6.11. Information to be recorded will include as a minimum:

1. Each attempted contact, whether or not actual contact was made, and the vendor's name and I.D. number.
2. What type of contact it was; personal contact, pager, answering machine, answering service, voice mail, etc.
3. Whether or not there was a response.
4. If a contact was made or there was a response to the attempt, the name of the individual contacted or returning the call.
5. If there was no response to the attempted contact.
6. The number called.
7. Date and time of every transaction.
8. Name of the Department employee making the contact.
9. Disposition of the contact; accepted, declined, unable to fill, etc.
10. Order and request number.
11. Kind of equipment requested: dozer, water tender, etc.

In the event that the Goetz ERD is not functioning, a sample of such a record keeping system is available; please see [FC-292 Record of Contact Form](#).

PERMITS

7761.2.6.9

(No. 26 April 2001)

Vendors are responsible for obtaining any transportation permits required by regulatory agencies, and consideration for the cost of such permits is factored into the rates paid by CDF. If a vendor is unable to secure the necessary permits due to permit offices being closed, the hiring CDF unit will contact the permitting agency and facilitate the emergency issuance of the required permits. It is the vendor's responsibility to follow-up with the permitting agency on the next business day to submit the necessary documentation and to pay any permit fees. **CalTrans permit office telephone numbers are:**

For the counties of Inyo, Mono, Kern, San Luis Obispo, and south:	Inquiries 909-383-4637	FAX 909-388-7001
For the rest of the state:	Inquiries 916-322-1297	FAX 916-322-4966
24 Hour Emergency Number	Inquiries 916-653-3442	FAX 916-653-3291

CDF will also contact the local CHP office and advise them of the emergency movement of the hired equipment, and of permits issued by the permitting agency.

LIST ROTATION

7761.2.6.10

(No. 21 March 1999)

Vendors will be rotated to the bottom of a list for the following reasons:

- **Unanswered calls:** An unanswered call is considered a call. The vendor was given the opportunity to be hired and for whatever reason did not answer or did not return the call within the allotted time frame.
- **Equipment unavailable:** A vendor's equipment is unavailable at the time of dispatch.
- **Vendor declines:** If the vendor declines the opportunity to be hired for any reason.
- **Vendor accepts:** When a vendor accepts a request.
- **Failure to comply:** Violation(s) of any part of Section 7761.2.8.

NOTE: See the 8100 Command and Control Handbook, [Procedure 006G](#), for details on this process.

YEAR-END SUMMARY

7761.2.6.11

(No. 32 Sept. 2003)

By January 15th of each year, this contact and use information will be summarized into a unit report for the preceding year, utilizing the form FC-293 "Hired Equipment Contact Summary." The completed form will be forwarded to the Region Operations Section Chief. The report will show the total use of all hired equipment (Fire Ready, Support, Small Business and Disabled Veteran, and Other) and will break out the contact and use of CSB/DVBE program contractors. By February 1 the individual unit reports and a consolidated Region report will be forwarded to the HQ Staff Chief for Fire Protection Operations (see [FC-293, Hired Equipment Contract Summary](#)).

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EMERGENCY PICKUP/HIRES

7761.2.7

(No. 21 March 1999)

RENTAL AT SCENE

7761.2.7.1

(No. 23 October 2000)

On occasion, incident commanders (ICs) may have a need to hire equipment that has not been inspected and signed up by CDF or a cooperating agency. When that occurs, CDF will only hire equipment and operators that meet all criteria as established in this chapter.

The IC will be responsible for notifying the ECC and acquiring a request number for the hire. The IC must make certain that all inspections, fiscal procedures and documents are properly completed as soon as incident activity permits. EERAs prepared in these situations are valid only for the duration of the incident, and must be so noted on the EERA. Also, equipment rented at scene is un-requested equipment, and will be released within 12 hours of hire per Section 7761.2.7.3. Completion of the OF-294 in this instance does not relieve the vendor of the necessity to comply with the vehicle inspection requirements of this policy.

NO HIRING UNLESS REQUESTED

7761.2.7.2

(No. 23 October 2000)

Vendors must not respond to emergency incidents without being requested.

ICs will not hire equipment of any kind that shows up un-requested unless in the judgment of the IC (or other Department representative) there is clearly an imminent threat to life and/or property and other appropriate resources are not available to meet the immediate need.

PROMPT RELEASE OF SUB-STANDARD OR UN-REQUESTED EQUIPMENT

7761.2.7.3

(No. 21 March 1999)

Certain other actions are required of the IC when the equipment hired to meet these imminent threat situations arrives without being requested or when the equipment does not meet the basic safety criteria established in this chapter. The IC must immediately order appropriate replacement equipment and then release the "pickup rental" when the pressing emergency necessitating the hire has passed, or when the replacement equipment arrives. **IN NO CASE WILL THIS TYPE OF HIRE EXTEND BEYOND 12 HOURS DURATION WITHOUT SPECIFIC WRITTEN AUTHORIZATION OF THE INCIDENT COMMANDER.**

VENDOR PERFORMANCE

7761.2.8

(No. 21 March 1999)

GENERAL

7761.2.8.1

(No. 21 March 1999)

Once a vendor accepts an assignment, they must comply with all subsections of this policy. The vendor is required to notify the Department **IMMEDIATELY** in any instance in which they cannot comply with this policy or any requirements of the assignment.

RESPONSE AND ARRIVAL AT SCENE

7761.2.8.2

(No. 21 March 1999)

A vendor must make notification of any change in their status or ability to meet the assigned report time to the incident or other reporting location. Notification will be to the Department at the contact number provided at the time of dispatch. See Section 7761.2.6 for further details.

The Incident Commander or his/her designee shall have the authority to release any resource not arriving at the incident by the required report time. This release may occur prior to arrival (upon phone contact) or upon arrival at the incident. If it is determined that there is still a need for the resource, the resource may be given another assignment on the incident.

Any open assignments on an incident caused by resources not reporting on time may be filled with any appropriate resource to meet operational needs as determined by the Incident Commander.

**ABILITY OF PERSONNEL TO PERFORM
UPON ARRIVAL**

7761.2.8.3

(No. 21 March 1999)

Vendor personnel must arrive at the incident by the required report time in a condition in which they can safely and legally operate their equipment and perform their assigned mission. This condition must be maintained any time the personnel are on duty and performing their assignment.

It shall be the operator's responsibility to recognize the capabilities and limits of the equipment he/she is operating. Assignments beyond the mechanical capability of the equipment should be refused by the operator.

Operators should refuse those assignments beyond their ability to perform.

EQUIPMENT LOCATION

7761.2.8.4

(No. 21 March 1999)

At the time of a request, it is the vendor's responsibility to notify the Department of any changes in a resource's location or any condition that may affect its availability or response.

PERSONNEL QUALIFICATIONS

7761.2.8.5

(No. 21 March 1999)

Vendor personnel must meet all training and safety requirements for the type of response (Fire Ready or Support) or assignment. See Sections 7761.3 and 7761.4 for further details.

A. PHYSICAL PERFORMANCE REQUIREMENTS FOR PRIVATE FIRE ENGINE PERSONNEL

The work of Fire Engine Company personnel requires strenuous physical exertion for extended periods including walking, climbing, chopping, throwing, lifting, pulling and frequently carrying objects weighing fifty (50) pounds or more. The vendor is responsible for assuring that all vendor personnel are physically capable of safely performing in this type of work environment.

B. ENGLISH SPEAKING REQUIREMENT

Clear communications is essential for safe and effective performance. All vendor personnel shall be able to fluently communicate in English (both written and verbal) and possess the knowledge and ability to communicate verbally with all crew members.

DOCUMENTATION OF WORK HOURS (SHIFT TICKETS)

7761.2.8.6

(No. 26 April 2001)

Work hours will be documented on form OF-297 "Emergency Equipment Shift Ticket."

The Division/Group Supervisor has the primary responsibility for recording the work hours of hired equipment assigned to his/her supervision. Other CDF

supervisory personnel with specific knowledge of the vendor's assignment and work hours, such as a Technical Specialist – Hired Equipment, may also record this information in the absence of the Division/Group Supervisor. The operator of each piece of equipment will provide the Division/Group Supervisor, (or other responsible CDF employee) with the equipment information required on the form. The Division/Group Supervisor will record work time for each shift worked. At the end of the shift, times will be verified by the vendor's employee and the fireline supervisor. The shift ticket will be signed by the vendor and countersigned by the fireline supervisor and turned in to the Equipment Time Recorder at the end of each shift.

PERFORMANCE EVALUATIONS

7761.2.8.7

(No. 31 May 2003)

A Contractor/Vendor Performance Evaluation Form (ICS 230) **must** be completed by the immediate supervisor of all vendors and operators at the end of each operational period to document exemplary, standard, or substandard performance. Substandard performance should be discussed with the vendor/operator no later than the end of the shift, so that the vendor/operator has the opportunity to improve their performance during their next shift. These discussions should be documented to include date, time, with whom discussed and detail of the discussion.

Supervisors will forward these evaluations to the Ground Support Unit Leader. At the time the vendor/operator is released from the incident, the Ground Support Unit Leader should provide them with copies of all performance evaluations. If that is not possible, the Ground Support Unit Leader will mail copies of the evaluations to the vendor. The Ground Support Unit Leader will also forward these evaluations to the Hired Equipment Coordinator of the unit that has the Agreement with the vendor, for inclusion in that vendor's file.

IMMEDIATE ACTION TO RESOLVE PROBLEMS

7761.2.8.8

(No. 23 October 2000)

Incident supervisors are responsible to take immediate action to resolve any issues that involve safety, productivity, operational effectiveness or any other issue that in any way compromises the incident operations. All violations of policy by CDF employees or by vendors and their employees will be referred, with documentation, to the Chief of the unit issuing the EERA, or his/her designee, for review and possible action.

All disputes between CDF employees and vendors or their employees will be resolved as soon as possible in a manner consistent with CDF policy. If immediate resolution is not possible, the dispute must be documented in writing and sent to the Chief Deputy Director within 10 days of the conclusion of the incident.

NON-COMPLIANCE AND SANCTIONS

7761.2.8.9

(No. 32 Sept. 2003)

Failure to comply with any of the requirements in this policy may result in sanctions against the vendor. Non-compliance will include, but is not limited to the following:

- **Contacting any unit, incident or other location soliciting hiring by the Department.**
- **Responding to the incident without being requested.**
- Misrepresentation of response time.
- Failure to arrive at requested time without making contact.
- Misrepresentation of condition or location of equipment.
- Arrival or operation at the incident without protective gear or any other required equipment.
- Unsafe or negligent equipment operation.
- Failure to follow directions or complete assignments or any other failure in performance.
- **Any brokering of equipment or equipment cooperatives of any type or manner that circumvents the intent of any part of this policy.**
- **"Assigning" an issued order and request number to another vendor, or accepting such an order and request number from another vendor except as specifically allowed in section 7761.2.6.2.**
- Misrepresentation of Small Business and Disabled Veteran-owned business status.
- Operating equipment on fire ready assignments without the required training.
- Willful violation of fair hiring practices.
- Any other action that violates the intent of this policy.
- Misrepresentation of time worked on incident.

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Vendor non-compliance may result in any of the following actions, as deemed appropriate by the Department.

- Placement at the end of rotation.
- Removal from list(s) for a specified period of time.
- Removal from list(s) for the remainder of the year.
- Cancellation of the EERA
- Civil and/or criminal action.

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Action on the part of the Department may result from a single action or a combination of actions on the part of a vendor. Unit Chiefs are authorized to implement sanctions against vendors. The Region Chief or his/her designee will be the final appeal point. Notice of any action will be forwarded to the vendor in writing.

TRAINING REQUIREMENTS

7761.2.9

(No. 21 March 1999)

ANNUAL TRAINING FOR FIRE READY AND SUPPORT GROUPS

7761.2.9.1

(No. 29 April 2002)

Because of changes to the law that became effective January 1, 2000, CDF now requires eight hours of specific annual firefighter safety training for all operators of equipment listed in the Fire Ready and Support groups. Specific requirements are as shown in [Annual Safety and Operational Training Requirements](#). Each operator who successfully completes the required annual training will be issued a certification of training for that year. CDF will retain a record of this certification in the vendor's file. (Such documentation **must not** include a copy of the operator's driver's license. CVC 14610.1) While operating equipment under hire to CDF, all operators will have this certification documentation in their possession (or immediately available) and present it upon request by a representative of the Department.

TRAINING REQUIREMENTS FOR PRIVATE FIRE ENGINE COMPANY PERSONNEL

7761.2.9.2

(No. 26 April 2001)

In addition to the annual training requirement in section 7761.2.9.1, special training requirements apply to the personnel of private fire engine companies hired by CDF. Vendor shall ensure that employees possess all required training and certification(s) and maintain training records for all personnel. All training shall be accomplished by an instructor who has been certified by the CDF/California State Fire Marshal's Office, or who has been qualified and authorized to conduct such training by CDF, federal wildland fire agencies, or wildland fire agencies of other states. All required training must meet the course curriculum and instructional objectives and standards prescribed by these agencies. The state, at its discretion, will periodically evaluate the Contractor's certification of employee training.

It is the vendor's responsibility to assure that all employees have successfully completed the required training and experience detailed in [Qualifications Training and Experience Requirements](#), prior to performing in any position.

SPECIFIC HIRING GUIDES - GROUND EQUIPMENT

7761.3

(No. 32 Sept. 2003)

The following conditions apply whenever ANY TYPE of ground equipment, including pickups and chain saws, is hired:

1. There must be a genuine need for the equipment.
2. The contractor must enter into a pre-hire Emergency Equipment Rental Agreement (EERA) establishing terms of employment, rate and method of payment, and equipment conditions. The contractor will enter into the pre-hire agreement with their local CDF Unit. The terms of this pre-hire agreement will apply to incidents at any location where CDF hires the contractor. Contractor equipment may only be covered by one CDF OF-294 agreement at a time. **Instructions for completing the EERA agreement are found in Incident Fiscal Management Handbook 3800, Section 3833.**

The OF-294, Emergency Equipment Rental Agreement is a four-part form which includes a front page, CDF's "General Clauses," "General Provisions" and "Signature Page."

The EERA (all four parts) should be completed and signed as soon as possible, preferably well before the beginning of the fire season. A current copy of the entire agreement should be carried on each piece of equipment covered by the agreement.

3. If there is any doubt as to the performance capabilities of the equipment in question, employees should ask the vendor to demonstrate that the equipment can perform as the vendor claims it will.
4. Vendor will provide CDF with a single contact number. This will be the sole method used by the Department to contact the vendor to fill incident requests. It is the responsibility of the vendor to provide a **SINGLE** contact number that is available 24 hours per day 7 days a week to be used by CDF to make contact for the dispatch of resources (e.g., telephone pager, radio paging service, etc.).
5. **Insurance:** Prior to completion of the OF-294, the vendor must provide evidence that the following types of insurance are in force:
 - A. Workers' Compensation. Vendor shall provide Workers' Compensation coverage for vendor's employees in accordance with applicable California State Law. Owner-operators must be covered by major medical insurance if not covered by Workers Compensation.
 - B. Comprehensive or Commercial General Liability. CDF no longer requires this type of insurance

- C. Motor Vehicle Liability. Contractor shall obtain, at Contractor's expense, and keep in effect for the duration of the agreement, a policy of Motor Vehicle Liability insurance that covers the type of vehicle use intended under the agreement. This coverage may be provided by combining the Motor Vehicle Liability insurance with the Comprehensive or Commercial General Liability insurance. Coverage shall not be less than **\$300,000**, combined single limit, per occurrence. **Exceptions:** Motor carriers transporting property other than hazardous materials, such as transport trucks hauling bulldozers, water tenders transporting water, and privately owned fire engines: 10,000 lbs. Gross Vehicle Weight Rating (GVWR) or greater: minimum **\$750,000** combined single limit, per occurrence (per Dept. of Motor Vehicles Industry Operations Division).
- D. Certificate of Insurance. As evidence of the required motor vehicle liability insurance coverage, the contractor shall maintain a current certificate of such insurance in each vehicle as required by law. Certificates will be presented on demand of any state officer. When preparing the EERA, the state officer shall verify that the policy covers commercial use of the vehicle for the type of work to be performed under the agreement. Insurance carriers commonly exclude coverage for the vehicle when it is rented or used for commercial purposes. This is a common problem in the hiring of light vehicles, such as pickup trucks to be used as recon or supply vehicles.
- E. Contractor's insurance shall cover all employee motor vehicle accidents.

6. **Vehicle Registration and Certification**

- A. All vehicles - At the time the agreement is prepared, the vendor will provide proof that he is the current registered or legal owner of the vehicles to be covered by the agreement, or that he has a current and valid lease, rental agreement or written business partnership agreement covering these vehicles. For unlicensed equipment, such as bulldozers, a copy of a bill of sale will serve as proof of ownership.

Equipment that is not registered in the name of the vendor or owned by the vendor must be controlled and paid for by the vendor under a written agreement. All equipment leases must be signed and dated by both parties and must include terms commonly found in an equipment lease, such as term of the agreement, list of equipment, equipment rates, labor rates, limitations on use and control of the equipment, and responsibility for maintenance and repair.

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- B. All vehicles - At the time the agreement is prepared, the vendor will provide a weight certificate for the fully equipped vehicle. An estimated weight of 265 pounds for each crew person (personal and gear weight) will be added to the vehicle weight to determine total GVW. Contractor must demonstrate that the fully laden vehicle is within GVWR limits or vehicle will not be hired.
- C. All vehicles used under any agreement or solicitation and any resulting contract must be legally licensed or apportioned to operate in the State of California and meet the requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles, as appropriate.
- D. Operators of any motor vehicle having a Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. must have a Commercial Drivers License (CDL) with Tank Endorsement, if appropriate, valid for the State of California.
- E. CONTRACTOR will be responsible to ensure drug testing for its employees under DOT requirements.

7. Maintenance, Repair and Damage

- A. The Contractor will be responsible for all maintenance (oil change, oil and air filters, lubrication and fueling). If fuel and oil are acquired from the state at the incident, the cost of fuel and/or oil will be deducted from payment to the vendor, utilizing CDF form [ME-107](#).
- B. All repairs and replacement are the responsibility of the Contractor and shall be made at the Contractor's expense. Repair or replacement shall be completed within 24 hours of breakdown. Out-of-service time for repairs of one hour or less within a 24 hour period will not be considered as "off-shift" hours.
- C. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payment to the Contractor.
- D. Vehicles that become inoperable will be towed at the contractor's expense.
- E. DAMAGE: Damage to hired equipment resulting from exposure to the fire or from fire fighting activities will be investigated by the Compensation and Claims Unit at the incident. The documented damage will be addressed through appropriate action at the incident or through the Board of Control claims process.

8. ***PRE-USE INSPECTION:*** An inspection of each piece of equipment should be made by the Ground Support Unit prior to assignment, or as soon as possible thereafter, using Form OF-296 or R5-5100-2T (Vehicle/Heavy Equipment Safety Inspection Checklist).
9. Only equipment that is judged by CDF to be mechanically sound and designed or equipped to do the assigned job should be hired.
10. All visual damage will be noted on the OF-296 or R5-5100-2T.
11. Vendors will provide qualified operators, and relief operators, when requested by CDF. **For safety reasons, if the use of a piece of hired equipment is expected to exceed 12 hours per day, a second operator should be requested from the vendor and driving/operating duties should be divided between the two operators.**
12. Identification numbers should be assigned and displayed on equipment, for ease of identification. See 7761.4.1.
13. Before being released from the incident, each piece of hired equipment should be inspected by the Ground Support Unit, and the inspection documented on Form OF-296 or R5-5100-2T. For bulldozers and other vehicles that have not worked in an incident assignment, this inspection may be abbreviated.

RESPONSE REQUIREMENTS FOR FIRE READY EQUIPMENT

7761.3.1

(No. 21 March 1999)

All Fire Ready Group resources will be required to initiate a response within one hour of notification. However, if the vendor cannot meet the response criteria for the particular incident, e.g., the required ETA to the incident, or if the vendor does not have equipment of the size and type needed for the mission, CDF may bypass the contractor for that incident and proceed to contact the next vendor on the rotational list.

The dispatch of vendors covered by this section will be consistent with the criteria set forth in Section 7761.2.6 and specifically Section 7761.2.6.3.

It is the responsibility of the vendor to provide a SINGLE contact number that is available 24 hours per day, 7 days a week, to be used by CDF to make contact for the dispatch of resources (e.g., telephone, pager, radio paging service, etc.)

RESPONSE REQUIREMENT FOR SUPPORT EQUIPMENT

7761.3.2

(No. 21 March 1999)

Support resources need not meet the one-hour response time criteria established for Fire Ready resources, but they must be able to arrive at the incident location within the time prescribed by the agency dispatcher at the time of contact. However, if after being contacted, the vendor cannot meet the response criteria for the particular incident, e.g., the required ETA to the incident, or if the vendor does not have equipment of the size and type needed for the mission, CDF may bypass the vendor for that incident and proceed to contact the next vendor on the rotational list.

RESPONSE AND STAFFING REQUIREMENTS FOR FIRE ENGINES

7761.3.3

(No. 23 October 2000)

Hired private fire engines will be required to initiate a response within one hour of notification. When hired as fire engine with crew, staffing will be as required in the FIRESCOPE Field Operations Guide, ICS 420-1, Primary Mobile Suppression Resources (Minimum ICS Standards) for the type of engine ordered.

EQUIPMENT REQUIREMENTS

7761.4

(No. 21 March 1999)

All personnel and resources must arrive with all required safety equipment and other equipment in good repair and operating condition.

IDENTIFICATION NUMBER

7761.4.1

(No. 23 October 2000)

All hired equipment will be assigned a unique identification number that is to be displayed on the equipment for the duration of the incident. The number to be displayed consists of two numbers and the letter E, followed by the request number for that piece of equipment. The numbers will denote the unit where the equipment was signed up. For example, a dozer signed up in Shasta-Trinity would display "24EXXX", where XXX is the request number. This not only denotes the unit that the equipment is from, but also provides a quick, visual reference to the resource order/request information. Ground Support Unit personnel should apply this number as soon as the equipment arrives at the incident, in a highly visible location with Crayola-brand water-based paint, or with a temporary placard.

WATER TENDER AND FIRE ENGINE SAFETY INSPECTION

7761.4.2

(No. 29 April 2002)

All privately-owned fire engines, SE-plated water tenders, and all commercial vehicle water tenders not currently required to be inspected (under 26,001 lbs GVWR), or not subject to DOT inspection (such as water tenders and private fire engines registered in other states), will be inspected annually prior to use. Each inspection will be valid for one year only. In no event will an inspection date of greater than 12 months be accepted. **This inspection must be performed by a facility licensed to do business as a commercial motor vehicle repair and maintenance shop, or by the California Highway Patrol.**

Forest Service and CDF personnel will not perform this inspection. All costs will be borne by the contractor. The inspection level will meet the inspection criteria of Federal Motor Carrier Safety Regulations Part 393, Parts and Accessories Necessary for the Safe Operation, 393.1 through 393.209 and Title 49, Parts 40, 325, and 350 through 399, and the California Vehicle Code Division 14.8, 34500, Safety Regulations and California Code of Regulations Title 13. **Proof of inspection for the current fire season must be on file with the Hired Equipment Coordinator prior to listing the vendor in the Emergency Resource Directory.**

All water tenders, regardless of type of vehicle registration, must:

1. Carry a copy of the inspection with them, and
2. Provide a copy to the Forest Service or CDF unit that originally signed up their equipment.

The commercial motor vehicle shop's DOT inspection form will be acceptable as long as the following are shown:

1. The shop's address and telephone number.
2. The vehicle's identifying numbers (license and serial numbers)
3. The inspection form must have all critical items identified in the regulations listed above.
4. Repair documentation must show, in addition to 1 and 2, itemization of completed repairs.
5. All forms and job orders must be readable.

As an alternative, the R5-5100-2T Inspection Form may be used by the vendor. If this form is used, items 1, 2, and 4, above (when applicable), must be shown and must be accompanied by a copy of the inspector's work order(s).

Finally, either of the following California Highway Patrol Inspection Forms is also acceptable:

1. Form CHP 407F, Safetynet Driver/Vehicle Inspection Report, or
2. Form CHP 343A, Vehicle/Equipment Inspection Report, Motor Carrier Safety Operations

NOTE: CHP 108, Truck and/or Tractor Maintenance & Safety Inspection **is not accepted as the safety inspection.**

Any vehicle arriving at an incident without proof of successful completion of this inspection, along with proof that noted defects have been corrected will be rejected and will not be hired until such documentation is produced. No payment will be made for any time incurred by the contractor. An exception is made for imminent threat situations as described in Sections 7761.2.7.2 and 7761.2.7.3. Imminent threat hiring does not exempt the vehicle from the required inspection process necessary for listing in the unit Emergency Resource Directory.

Any vehicle that does not pass the initial inspection at the incident will be afforded the opportunity for a second inspection. The contractor will be charged \$75.00 per hour for the second inspection, pro-rated in 30-minute increments. If the vehicle does not pass the second inspection, it is rejected. No payment will be made for any time incurred by the contractor and the equipment will not be hired on that incident.

If the vehicle passes the second inspection, the total cost of the second inspection will be deducted from his/her final payment. Travel time to the incident will be paid. Time that the equipment was unavailable will not be compensated.

BULLDOZER EQUIPMENT REQUIREMENTS

7761.4.3

(No. 21 March 1999)

FIRE READY BULLDOZER GROUP

7761.4.3.1

(No. 32 Sept. 2003)

Each bulldozer listed in the Fire Ready Bulldozer Group will be supported by a vendor-supplied transport truck of appropriate size and a bulldozer service unit equipped to service the bulldozer after 12 hours of continuous work. Dozers assigned to the Fire Ready Dozer Group will also meet or exceed the following requirements:

- backup alarm
- safety belt
- Roll Over Protection System (R.O.P.S.) with heavy mesh screens on rear and on rear half of sides. Includes tractors with glass-enclosed environmental cabs. $\frac{1}{4}$ " mild steel woven wire screen with 2" openings is recommended.
- lights, 4 front and 2 rear

REV

- belly pan and rock guards, unless rock guards are not recommended or produced by the original manufacturer
- radiator protection
- radio, field programmable to CDF frequencies. Either portable or fixed-mount is acceptable. Operators are encouraged to use an earphone/microphone headset with the radio (7761.6)
- protective fire curtains inside of R.O.P.S. on sides and rear
- ABC fire extinguisher
- shovel
- axe/Pulaski
- Operator personal protective equipment will comply with all [3900 Handbook](#) and applicable Title 8 requirements and as a minimum will include:
 - Nomex shirt and trousers - CAL OSHA specification - Nomex shroud is recommended.
 - hard hat
 - goggles
 - gloves
 - fire shelter - USFS Specification
 - lace-up leather boots
- canteen with water, 1 gallon minimum

SUPPORT BULLDOZER GROUP

7761.4.3.2

(No. 32 Sept. 2003)

The Support Bulldozer Group will meet or exceed the following equipment requirements:

- R.O.P.S. with heavy mesh screens on rear and on rear half of sides. Includes tractors with glass-enclosed environmental cabs. ¼" mild steel woven wire screen with 2" openings is recommended.
- lights, 2 front and 2 rear
- belly pan and rock guards
- radiator protection
- one shovel
- one axe/Pulaski
- backup alarm
- seat belts
- Operator personal protective equipment will comply with applicable CAL OSHA requirements and as a minimum will include:
 - Nomex shirt and trousers: CAL OSHA specification. Nomex shroud is recommended.
 - hard hat
 - goggles
 - gloves
 - fire shelter - USFS Specification
 - lace-up leather boots

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WATER TENDER EQUIPMENT REQUIREMENTS

7761.4.4

(No. 26 April 2001)

"Water tenders" includes fire water tenders, potable drinking water tenders, and "gray" water tenders.

ALL WATER TENDERS must be equipped with the following minimum safety items:

- Reflectors, one set of three
- Fire extinguisher, rated 10 BC or better
- Chock blocks of appropriate size for tire diameter
- Flashlight
- Electronic backup alarm, minimum 87 DBLs

In addition to these requirements, CDF groups fire water tenders as either Fire Ready or Support. The equipment requirements for these groups are listed below.

SUPPORT WATER TENDER GROUP

7761.4.4.1

(No. 31 May 2003)

The Support Water Tender Group will meet or exceed the following requirements:

1. Minimum useable capacity shall be 1,000 gallons.
2. When loaded (including operators and accessory equipment), water tenders will conform to the manufacturer's gross vehicle weight rating (GVWR). This includes balancing the load in a manner **so that all axle weights comply with the manufacturer's gross axle weight ratings**. Pre-season sign up will require the unit to be loaded with the contractor providing weight tickets for the load from a certified scale. Loaded/empty weights may be necessary to certify the gallons.
3. Water tanks are to be baffled. (Not applicable to potable water tenders or tanks.)
4. Tender shall be configured in a manner that the vehicle center of gravity is within the design limits of the equipment.
5. Tender shall be equipped with a back flow protection device for hydrant filling.

6. Pump assembly is to be driven either by power-take-off or auxiliary engine drive. The pump shall be plumbed with a suction outlet so water may be drafted from a water supply such as a pond, river or creek to refill the tank or pump directly to the fire. An auxiliary engine-driven pump assembly is acceptable if the auxiliary unit is permanently mounted and plumbed to the tank, discharge and suction outlets, and if the pump meets the minimum GPM for the group.
7. All discharge outlets shall be plumbed to the pump. Gravity discharge outlets, with the exception of the dump valve described below, are not acceptable.
8. Tender shall be equipped with a minimum 24 feet of appropriate diameter suction hose equipped with a screened foot valve or strainer.
9. Tenders shall have a 2.5" valve with National Hose (NH) threads installed so that pressure or suction lines (hose) can allow filling or drafting by other engines. Adaptation of the dump valve with fittings is acceptable.
10. A dump valve of a minimum 4" diameter or equivalent is desirable so that water may be discharged into portable tanks. This valve is to be at the bottom rear of the tank to allow complete water discharge and should have a minimum clearance of 34" from the ground to the bottom of the outlet.
11. It shall be the contractor's responsibility to ensure that the equipment meets the standards or specifications.
12. Tender must be equipped with the following minimum safety and equipment items:
 - one axe/Pulaski and 1 shovel
 - operator personal protective equipment will comply with applicable CAL - OSHA requirements, and as a minimum will include:
 - Nomex shirt and trousers - CAL OSHA specifications (Title 8, section 3410).
 - Nomex shroud is recommended
 - hard hat
 - goggles
 - gloves
 - fire shelter - USFS specifications
 - lace-up leather boots
 - canteen with water, 1 gallon minimum
 - pump, minimum 150 GPM
 - one-hundred (100) ft. 1-1/2 serviceable cotton jacketed fire hose with nozzle
 - one 1" combination fog/straight stream nozzle with 1-1/2" NH to 1" NPSH reducer

- two each 1.5" NH connections or one each 2.5" connection with gated wye to two each 1.5" NH connections
- one fire hose clamp and one hydrant wrench

All vendor-owned equipment should be clearly marked to prevent accidental confiscation by fire agency personnel. Such marking should be documented on arrival at the incident on the vehicle check-in inspection form.

NOTE: If the water tender arrives at the incident without the required minimum safety items, required equipment or appliances, and does not meet the specifications for pump, plumbing, buildup, etc., **the water tender will be rejected**. No payment will be made for a rejected water tender for any time incurred by the contractor and the equipment will not be hired on the incident.

FIRE READY WATER TENDER GROUP

7761.4.4.2

(No. 29 April 2002)

The Fire Ready Water Tender Group will meet or exceed the criteria for the Support Water Tender Group (7761.4.4.2), plus:

- 2000-gallon minimum capacity
- **250** GPM pumping capability
- Discharge fittings: two each 1.5" NH connections or one each 2.5" NH connection with gated wye to two each 1.5" NH connections
- Suction fittings: one or more 2.5 " or 3" National Hose (NH) thread connections to allow drafting and filling from a non-pressurized source, or to allow filling under pressure, as from an engine, another tender, or from a pressurized source.
- radio, field programmable to CDF frequencies. Either portable or fixed-mount is acceptable. Operators are encouraged to use an earphone/microphone headset with the radio (7761.6)

FIRE ENGINE EQUIPMENT REQUIREMENTS

7761.4.5

(No. 23 October 2000)

In addition to FIREScope ICS capabilities, specific minimum equipment and performance requirements are listed in [Engine Equipment and Accessories](#).

Privately-owned fire engines may possess equipment and capabilities in excess of the minimum requirements specified in the FIREScope Field Operations Guide, or [Engine Equipment and Accessories](#). Such additional equipment and capabilities should be separately identified and the price agreed upon by CDF and the vendor on Form OF-294, Emergency Equipment Rental Agreements. CDF will only pay for such additional equipment and capabilities if specifically requested by CDF or its authorized agents and actually utilized.

Rates to be paid by CDF will be as agreed upon by CDF and the vendor on Form OF-294. A rate for such government surplus equipment shall be negotiated to provide for operational costs only, e.g., fuel, oil, insurance and ancillary equipment. CDF will only make payment for actual hours that the engine is assigned to an incident under an order and request number. CDF will make no payments for "availability" during times that the engine is not assigned an incident order and request number.

All vendor-owned equipment should be clearly marked to prevent accidental confiscation by fire agency personnel. Such marking should be documented on arrival at the incident on the vehicle check-in inspection form.

ENGINE COMPANY PERSONAL PROTECTIVE EQUIPMENT

7761.4.5.1

(No. 26 April 2001)

The work is performed in a wildland/urban interface environment involving steep terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are frequently extreme (hot and cold), both from the weather or from the fire. Smoke and dust conditions are frequently severe. The hazardous nature of the work requires that personal protective equipment (PPE) be worn. PPE requirements are found in Title 8, Section 3410, California Code of Regulations. All required PPE, must be Cal-OSHA approved and will be provided by the contractor prior to any assignment. The contractor is responsible for assuring that all PPE is of the proper size and type, personnel are trained in its use and care, and that it is used as required by policy and statute.

At the time of hire and for the duration of the incident, each engine company member shall have and maintain the following Personal Protective Equipment:

- Boots: leather, lace-up type, minimum 8 inches high with lug-type soles in good condition. Steel toe boots are not acceptable.
- Hard hat: plastic, Class B, ANSI Z89.1, OSHA approved, with chin strap
- Goggles: one pair per person
- Head lamp: with batteries and attachment for hard hat
- Fire shelter: NFPA approved
- Canteen: one quart size, three per person required, 4 per person recommended. Must be full upon arrival at incident.
- Flame resistant clothing (shirt and trousers): Cal-OSHA approved.
- Firefighter gloves, Cal-OSHA approved.

All personnel and resources must arrive with all required safety and other equipment in good repair and operating condition.

COORDINATION AND SUPERVISION
(No. 21 March 1999)

7761.5

HIRED EQUIPMENT COORDINATOR
(No. 26 April 2001)

7761.5.1

To assist in the routine process of pre-planning the emergency use of hired equipment, all unit chiefs will designate a Hired Equipment Coordinator for their unit. The name of this designee shall be forwarded to the region command center chief for inclusion on the region-wide coordinator list. A suggested list of duties for the coordinator is shown in [Hired Equipment Coordinator Responsibilities](#).

TECHNICAL SPECIALIST, HIRED EQUIPMENT
(No. 21 March 1999)

7761.5.2

On incidents of significant magnitude with multiple hired resources, the Incident Commander is encouraged to utilize the position of Technical Specialist - Hired Equipment. This position works for the Equipment Manager within the Ground Support Unit. A suggested duty statement for this position is shown in [Technical Specialist – Hired Equipment](#).

DIRECT SUPERVISION
(No. 26 April 2001)

7761.5.3

All incident commanders must provide direct supervision for all hired resources. Division or Group supervisors are responsible for the safety, proper deployment, and time keeping of their assigned resources. They will prepare shift tickets and vendor evaluations for all hired equipment resources assigned to their supervision.

When forming a functional group, strike team or task force containing hired equipment, a the functional group supervisor or strike team/task force leader shall perform the following duties:

1. Initiate shift ticket process.
2. Determine equipment readiness and conformance to requirement standards.
3. Respond to incident with the group or task force.
4. Act as group supervisor or task force leader under direction of Operations Section personnel.
5. Prepare vendor evaluations

The ratio of supervisors to resources should be as follows:

Dozer Strike Team: 2 dozers, 1 dozer tender, 1 STL

Water Tender Strike Team: 5 tenders, 1 STL

Task Force or Functional Group:

1-5 resources: 1 leader/supervisor

5-10 resources: 2 leader/supervisor + 1 Tech. Spec.- Hired Equipment

10-15 resources: 3 leader/supervisor + 1 Tech. Spec - Hired Equipment

RADIO FREQUENCY USE AGREEMENT

7761.6

(No. 21 March 1999)

In order for hired equipment vendors to operate on CDF radio frequencies, both the vendor and a CDF representative must complete Form [FC-100R](#) "Radio Frequency Use Agreement," example attached. Proof of annual frequency and deviation inspection by a manufacturer's authorized warranty repair technician is no longer required.

RENTAL RATES

7761.7

(No. 21 March 1999)

Equipment rental rates can be determined by reviewing the Equipment Rental Rates in the [Rates Procedures Handbook 3900](#).

(RESERVED)

7761.8

(No. 21 March 1999)

(RESERVED)

7761.9

((No. 21 March 1999)

AIRCRAFT

7761.10

(No. 21 March 1999)

Emergency hiring of aircraft is authorized, as necessary, to meet emergency fire situations. This privilege must be administered judiciously to avoid unnecessary expenditure of public funds. (See [Aviation Management Procedures Handbook](#).)

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)